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Deputy Director (Administration)

FEB 5 1953

Chief, Organization & Methods Service

Proposed Transfer of Personnel from Central Processing Branch
(P.B.C.) to Passenger Movement Branch of Transportation
Division (P.A.S.O.)

1. **PROBLEM.**--To eliminate duplication and assign proper responsibility in the processing for overseas travel of Agency personnel, their dependents and household effects.
2. **ASSUMPTIONS.**--It is assumed that
 - a. The primary mission of Central Processing Branch is to coordinate, and provide a central location for, the processing of overseas travelers; and that C.P.B. will continue to carry out this mission.
 - b. Direction of technical transportation functions throughout CIA should be the responsibility of Transportation Division.
3. **FACTS BEARING ON THE PROBLEM.**
 - a. Annex A: Present functions of C.P.B. and Passenger Movement Branch in regard to overseas travel.
 - b. Annex B: Present and anticipated workload and T/O data for Passenger Movement Branch. Travel Section of C.P.B. consists of Passenger Movement Officers.
4. **DISCUSSION.**--The Organization & Methods Service is conducting a procedural study of Passenger Movement Branch. An informal study has also been made of Central Processing Branch. The following problems exist:
 - a. The processing of travelers and their effects consists of technical and non-technical (clerical) transportation functions. Annex A indicates a lack of clear-cut responsibility for these two separate aspects. For example, the Travel Section of C.P.B. briefs travelers in regard to their transportation and the shipment of their effects, while P.M.B. handles such clerical activities as executing requests for visas and military permits. There is duplication in the processing functions, such as in the preparation of travelers' itineraries.

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- b. Because of the split in responsibility, there is no adequate control of transportation activities. For example, neither branch follows up on storage companies and the U. S. Despatch Agent to insure rapid and accurate packing and shipment of household effects. The split in responsibility prevents adequate coordination and control, and the preparation of clear-cut processing procedures.

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- d. Annex F indicates present T/O of Passenger Movement Branch is ☐, with 16 on-duty personnel. In accordance with anticipated workload increases, and expected improvements in procedures, a T/O of ☐ is considered ample to perform the work of this branch satisfactorily.

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5. CONCLUSIONS.

- a. Responsibilities for various aspects of the processing of travelers and their effects should be clearly fixed.
- b. Delegation of responsibilities for processing should be made in accordance with the organization and missions of C.P.F. and P.M.F., i.e., P.M.F. is equipped to perform technical transportation functions, C.P.F. non-technical and clerical functions.
- c. Irrespective of delegation of responsibility, actual processing should continue to be performed in the C.P.F. area in I building, in order to avoid inconveniencing travelers.

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- e. Because it is designed to coordinate and guide processing, C.P.F. should be responsible for supervision of administration aspects of the processing; scheduling of interviews, coordinating over-all processing procedures, etc.

6. RECOMMENDATIONS.--It is recommended that

- a. Technical transportation functions (See Annex A) be delegated to Passenger Movement Branch.

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- b. Non-technical and administration functions for transportation personnel in the C.P.P. area be delegated to Central Processing Branch.
- c. Passenger Movement Branch personnel handling processing of travelers be physically located in C.P.P. and that the remainder of P.M.P. be located adjacent to C.P.P. in order to simplify processing procedures.
- d. The [] Travel Section, Central Processing Branch be transferred to, and absorbed in, the Passenger Movement Branch T/C and that these [] slots be abolished in Central Processing Branch.

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Concurrences:

Chief, PASO

Director of Personnel

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